

## **MOUNT TIYI COLLEGE, WOKHA NAGALAND, 797111**

### **Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.**

The institution follows certain rules and regulations as far as usage of library, computers, sports facilities, classrooms etc. is concerned.

The library is looked after by the librarian and librarian assistant. Strict timing is maintained for opening and closing of library to users. Lending of books, both for teachers and students, is done according to rules. The librarian sees to it that books are returned at the stipulated time; failing which a reminder is served to the defaulter.

The computer classes functions under the charge of a faculty member. Maintenance of computers is looked after by a faculty member and kept in good working condition. Students can have access to computers only during the time frame provided to them.

Sports facilities in the institution are taken care of by the student body under the charge of teacher. Strict regulation is maintained for the safekeeping keeping of sports items. Use of such facilities can be obtained only with prior permission from the teacher in-charge. Students are made accountable for misuse of sports facilities which, in effect, instil in them the value of public property.

Classrooms are kept clean and tidy on a daily basis. After class hours, each classroom is locked securely. Students are given the responsibility of taking care of the furniture and items of learning in their classrooms.